

Message Text

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ACTION OES-05

INFO OCT-01 EA-10 ISO-00 HEW-06 PER-03 /025 W

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R 300900Z JUL 75

FM AMEMBASSY TOKYO

TO SECSTATE WASHDC 2054

UNCLAS TOKYO 10453

E.O. 11652: N/A

TAGS: JA, TGEN, APER

SUBJECT: SCICON ADMIN SUPPORT

REF: STATE 173588

1. IN CONNECTION WITH NEED FOR THE REESTABLISHMENT OF LOCAL POSITION IN SCICOUNS OFFICE (PREVIOUSLY PROVIDED AND FUNDED BY NIH), THERE IS CANDIDATE AVAILABLE WHO COULD FILL POSISSION IMMEDIATELY UPON ESTABLISHMENT.

2. CV FOLLOWS: MISS AKIKO SHIMAZU, PRESENTLY EMPLOYED AS SECRETARY IN AMCONGEN, OSAKA-KOBE. (043;897)6 3.0)963\$ 12 YEARS IN OSAKA WITH PRIVATE BUSINESS FIRMS IN SECRETARIAL/INTERPRETER POSITIONS.) AGE 39, SINGLE, EOD 2/17/71. HAS BEEN GRANTED PERMANENT APPOINTMENT (CIVIL SERVICE RETIREMENT STATUS), PROMOTED TO FSL-6 5/25/75, SALARY Y2,656,800 (US \$9,120). HAS VERY GOOD COMMAND OF SPOKEN/ WRITTEN ENGLISH. HER PERFORMANCE RECORD WITH CONGEN IS EXCELLENT SINCE EOD. HER ONLY REASON FOR WISHING TO LEAVE PRESENT LOCATION IS DESIRE TO LIVE IN TOKYO. CONGEN WILLING RELEASE HER FOR TRANSFER TO SCICOUN POSITION.

3. IN EVENT OF NE POSITION SCICOUNS IN TOKYO, CONTINUATION HER CSR STATUS MUST BE RESOLVED PRIOR TO HER ACTUAL TRANSFER.

4. SCICOUNS HAD NOT HELD PERSONAL INTERVIEW WITH MISS SHIMAZU BECAUSE OF UNCERTAINTY OVER ABILITY TO FILL OPENING. SHE IS WILLING TO COME TO TOKYO ON SHORT NOTICE FOR INTERVIEW.

5. SCICOUNS CANNOT OVEREMPHASIZE NEED FOR ADDITIONAL ADMIN AND UNCLASSIFIED

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CLERICAL SUPPORT. AT PRESENT TIME HE AND ASSISTANT ARE DOING PART

OF TYPING AND FILING TO RELIEVE BURDEN ON LOCAL SECRETARY, WHO ON OCCASION HAS BECOME ILL FROM OVERWORK. EXISTING LOCAL DOES NOT HAVE GOOD COMMAND OF ENGLISH, AND HER WORK REQUIRES CAREFUL EDITING AND REVIEW, ALTHOUGH SHE IS VERY PRODUCTIVE. POSITION OF ADMIN AIDE IS BADLY NEEDED TO SUPERVISE TYPING, FILING, APPOINTMENTS, REPRESENTATIONAL MATTERS, AND HOST OF OZV DETAILS.

6. FROM NIH POINT OF VIEW, SCIENCE SECTION OF EMBASSY FINDS ITSELF MORE AND MORE INVOLVED WITH MATTERS OF INTEREST AND IMPORTANCE TO HEW/NIH. FORMAL US-JAPAN COOPERATIVE MEDICAL PROGRAMS AND THEIR SUCCESS ARE WELL KNOWN AND MUST BE MAINTAINED AT OPTIMAL PACE. IN ADDITION, SCICOUNS HAS MAJOR TECHNICAL INTEREST IN BIOMEDICAL RESEARCH AND HOPES TO REPORT PERIODICALLY ON NEW DEVELOPMENTS IN THIS FIELD. HE ALSO STANDS READY TO PERFORM STUDIES OR ASSIST NIH IN OTHER WAYS UPON REQUEST WITHIN TIME AVAILABLE TO HIM. ANY REDUCTION IN HIS ADMINISTRATIVE BURDEN GIVES HIM MORE TIME TO DEVOTE TO SUBSTANTIVE INVESTIGATIONS.
SHOESMITH

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